



## Using Collapsible Text Boxes

Collapsible text boxes are a great tool to shorten pages and make site menus shallower by condensing content onto one page. Collapsible text boxes allow site visitors to see categories of the information on a page and expand the section(s) that are most relevant to them, so make your text box titles brief, but descriptive and accurate. Users can have multiple text boxes expanded at the same time.

Enter the edit screen for the page or other content area to which you want to add a collapsible text box and follow the directions below to add new text boxes to your Pacific Minisite. If you are editing an existing text box, proceed to step 3.

### Step 1: Click the Collapsible Text Box Button within the WYSIWYG

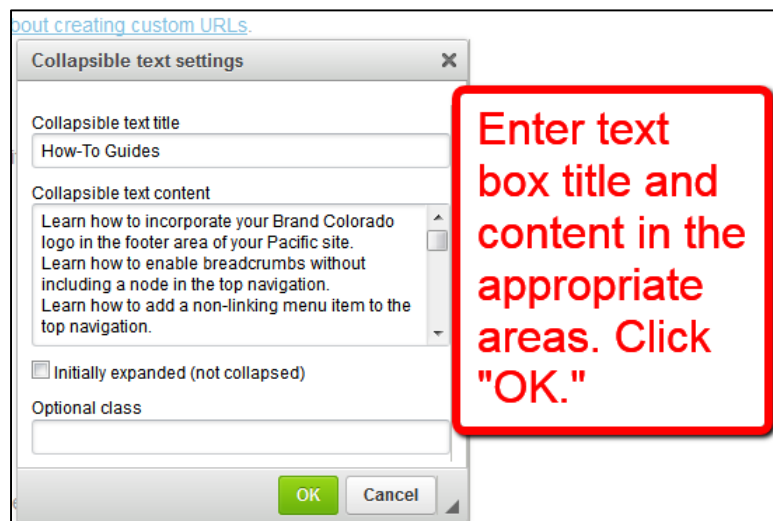
Place your cursor where you want the text box to be placed. Click the collapsible text box button, as seen in the image below.



### Step 2: Enter the Text Box Title and Content

A dialog box will pop up when you click the text box button. Enter the text box title in the appropriate field (e.g., “2015 Town Board Minutes” or “Forms for Businesses”) and add any content in the content area. Then click “OK.”

Note that you cannot format text in the dialog box. You will be able to format your content text in Step 3.



### Step 3: Format Your Text

You can now use the WYSIWYG buttons to add bullets, make text bold, add links or images, and include any other formatting options the WYSIWYG supports. You can also add, remove, or edit any content within the text box.

When editing content within a collapsible text box, always stay inside the two sets of brackets that say **[collapsed title="Title"]** and **[/collapsed]**.

**[collapsed title="How-To Guides"]**

- Learn how to [use collapsible text boxes](#) in the Pacific WYSIWYG.
- Learn how to [incorporate your Brand Colorado logo in the footer](#).
- Learn how to [enable breadcrumbs](#) without including a node in the
- Learn how to [add a non-linking menu item to the top navigation](#).
- Learn how to [add external links to a minisite's navigation menus](#).
- Learn how to [replace an image](#) that appears on multiple pages.
- Learn how to [replace a document](#) without breaking links.
- Learn about your [file storage options](#) in Pacific.
- Learn how to [collect feedback](#) using surveys and focus groups.
- Learn how to [change page names without changing URLs](#).
- Learn about [creating relative path links](#) in Pacific.
- Learn how to [make images responsive](#) so they look great on mobile devices.
- Learn about [creating a style guide](#) to ensure consistency across your minisite.

**[/collapsed]**

**Staying between the two sets of brackets, add formatting to the text box content.**

### Step 4: Save the Page and Check Your Work

Click “Save” or “Publish” at the bottom of the screen. Double check that your content is displaying correctly.

Using Pacific

How-To Guides

- Learn how to [incorporate your Brand Colorado logo in the footer area](#) of your Pacific site.
- Learn how to [enable breadcrumbs](#) without including a node in the top navigation.
- Learn how to [add a non-linking menu item to the top navigation](#).
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Additional Resources